



**City of Alexandria**  
**PERMIT CENTER**  
301 King Street, Suite 4200  
Alexandria, VA 22314  
Phone: 703.746.4200

## SCREENING & SUBMITTAL CHECKLIST

***Single Family, Townhouse or Duplex***  
***New Construction, Alteration & Additions***

**Applicant Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Project/Site Address:** \_\_\_\_\_

### For City Staff Use Only

- X For items required and complete      ○ For items required, but not complete  
NA For items not required

### General Handouts (as applicable)

- |  |   |
|--|---|
| <input type="checkbox"/> Certificate of Occupancy Procedures | <input type="checkbox"/> T&ES Grading Plan Requirements |
| <input type="checkbox"/> Deck Detail Package                 | <input type="checkbox"/> Retaining Wall                 |
| <input type="checkbox"/> Property Owner's Affidavit          | <input type="checkbox"/> Vent and Chimney Certification |
| <input type="checkbox"/> T&ES Right of Way Permit Guidelines |   |

### GENERAL REQUIREMENTS

- ☐ A survey plat with dimensions of proposed improvements or grading plan or site plan (to scale); Not required for interior work only. Refer to T&ES section on page 2 for further requirements.
- ☐ Electronic plans/drawings on PDF format, with file sizes no larger than 100MB
- ☐ Existing and proposed floor plans, including rooms designations, dimensions and ceiling heights
- ☐ Existing and proposed exterior building elevations
- ☐ Roof plan, including covering materials & roof pitch/slopes
- ☐ Refer to City Soil Policy for requirements (for new construction & additions, including story additions)
- ☐ Electrical, mechanical and plumbing plans as needed based on permit scope of work
- ☐ Neighbor notification letter - if proposed structure/excavation is located 5ft or less from property-line
- ☐ Plans must be signed and sealed by a registered design professional (RDP) licensed to practice in the Commonwealth of Virginia:
  - If they are responsible for the construction documents (regardless of if Virginia law requires the plans to be prepared by an RDP); or
  - If it is required by the Code of Virginia Section 54.1- 402, DPOR

### PLANNING & ZONING (P&Z) REQUIREMENTS      703-746-4333

- ☐ Floor area ratio and open space calculation form
- ☐ Average existing grade indicated on plans
- ☐ The property is located in a Historic District and applicant has obtained Board of Architectural Review (BAR) or Historic Preservation staff approval for the work. BAR case number: \_\_\_\_\_  
(Additional supporting documentation, including material specifications, may be required.)

PLEASE CONTACT THE PERMIT CENTER by email: [permit.center@alexandriava.gov](mailto:permit.center@alexandriava.gov) or  
by phone: 703.746.4200 to inform about permit application submittal and to start the review process

**TRANSPORTATION & ENVIRONMENTAL SERVICES (T&ES) REQUIREMENTS 703-746-4035**

In addition to the general requirements, the following must be shown on the submitted survey plats:

- ☐ Provide limits and total square footage of disturbed area, to include a minimum 10ft parameter around proposed improvements; as well as, construction access and any other areas where work will take place or materials stored.
- ☐ Show all roof drains and sump pumps; to include discharge or connection locations. (Connection to storm sewer required if within 100 ft. of property line)
- ☐ Provide the required disturbed area certification and drainage certification language on the survey plat. The certifications must be signed by the property owner or by a registered Virginia design professional. (per Memo to Industry 02-08)
- ☐ If associated with a site plan or grading plan, a copy of the approved plan must be attached to each permit plan set.
- ☐ Will there be a change in the attachment point of any overhead utilities? *If yes, you must obtain a variance or waiver of the underground utilities' requirement.*
- ☐ If any work is within the public right-of-way, a T&ES Excavation or Right of Way permit is required.

**CODE ADMINISTRATION REQUIREMENTS 703-746-4200**

For current codes <http://alexandriava.gov/Code>

**ARCHITECTURAL REQUIREMENTS (per the Virginia Residential Code)**

- |   |  |
|---|--|
| <input type="checkbox"/> Floorplans, elevations, and details of fire rated assemblies if located less than 5 feet from the property-line. | <input type="checkbox"/> Energy conservation compliance      |
|   | <input type="checkbox"/> Walls, door and window schedules    |
|   | <input type="checkbox"/> Means of egress and rescue openings |

**STRUCTURAL REQUIREMENTS**

- |  |   |
|--|---|
| <input type="checkbox"/> Proposed design criteria & loads                | <input type="checkbox"/> Foundation plans & sections, including drainage  |
| <input type="checkbox"/> Floor/Roof framing plans & sections             | <input type="checkbox"/> Engineering calculations, signed & sealed by a VA RDP (if design exceeds prescriptive methods) |
| <input type="checkbox"/> Soil report as required per City Soil Policy    |   |
| <input type="checkbox"/> Braced wall plans & sections per VRC R602.10    |   |
| <input type="checkbox"/> ES reports & UL details for engineered products |   |

**TRADE REQUIREMENTS**

**PLUMBING REQUIREMENTS (per the Virginia Residential Code and/or Virginia Plumbing Code)**

- |   |   |
|---|---|
| <input type="checkbox"/> Plumbing system layout     | <input type="checkbox"/> Plumbing fixtures/equipment schedule |
| <input type="checkbox"/> Supply water riser diagram | <input type="checkbox"/> Drainage/Venting diagrams            |

**ELECTRICAL REQUIREMENTS (per the Virginia Residential Code and/or National Electrical Code)**

- |  |   |
|--|---|
| <input type="checkbox"/> Electrical work is proposed                           | <input type="checkbox"/> Electrical layout (switching/lighting/outlets) |
| <input type="checkbox"/> Panelboard location                                   | <input type="checkbox"/> GFCI & AFCI protection, where required         |
| <input type="checkbox"/> Single-line riser diagram, if service $\geq$ 200 amps | <input type="checkbox"/> Smoke/CO alarms (detectors)                    |

**MECHANICAL REQUIREMENTS (per the Virginia Residential Code and/or Virginia Mechanical Code)**

- |   |   |
|---|---|
| <input type="checkbox"/> Mechanical work is proposed  | <input type="checkbox"/> Manual J calculations  |
| <input type="checkbox"/> Interior equipment layout (duct layout, size and ventilation rate)     | <input type="checkbox"/> Mechanical exhaust (ex. clothes dryer, kitchen, bathroom)                    |
| <input type="checkbox"/> Exterior equipment layout on house plat (condensers, generators, etc.) | <input type="checkbox"/> Engineered system (ex. ground-source heat pump), signed & sealed by a VA RDP |
|   | <input type="checkbox"/> Mechanical equipment schedule  |

**CODE ADMINISTRATION REQUIREMENTS (CONTINUED) 703-746-4200**

**FUEL-GAS REQUIREMENTS** (per the Virginia Residential Code and/or the Virginia Fuel Gas Code)

If fuel-gas work is included in the scope of work of this project and the system is:

- ☐ Less than 2psi, *then* no permit required.
- ☐ New construction and/or the system is 2psi or more, *then* the review occurs under this building permit and a separate fuel-gas permit is required. The following is required for Code review:
  - ☐ Gas riser diagram (gas pipe size, length and appliance loads, in BTH)
  - ☐ Gas appliance layout

Please refer to the **City Fuel-Gas Policy** (dated July 8, 2013) for more information.

**FINANCE REQUIREMENTS 703-746-3898**

Any contractor(s) involved in the proposed project should apply for a City business license as soon as possible or verify their existing City business license is current, as they renew annually:

- ☐ General Contractor
- ☐ Trade Contractor(s) – electrical, plumbing, and/or mechanical contractor(s)

Visit the Permit Center or the City's Finance Department website for more information:

<http://alexandriava.gov/finance> for Business License Tax.

**ISSUANCE REQUIREMENTS 703-746-4200**

- ☐ Contractor business license and state license or property owner's affidavit
- ☐ Rodent abatement documentation
- ☐ Tree information form

**INSPECTION REQUIREMENTS 703-746-4200**

- ☐ Height Certification
- ☐ FAR Certification
- ☐ Wall Check

**CERTIFICATE OF OCCUPANCY REQUIREMENTS\* 703-746-4200**

- ☐ Approved final inspection of all issued trade and building permits
- ☐ Certificate of Occupancy inspection (new construction only)
- ☐ Certificate of Occupancy Procedures (City handout/policy)
- ☐ Schedule CO inspection with all applicable agencies:
  - ☐ P&Z – 703-746-4666
  - ☐ T&ES – 703-746-4035
  - ☐ Code Admin. – 703-746-4200
  - ☐ Office of Historic Alexandria/Alexandria Archaeology – 703-746-4399

I acknowledge that all items designated herein as missing or incomplete must be provided prior to being accepted for review.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For City Staff Use Only**

- ☐ Complete and acceptable for review
  - ☐ Not complete, as noted
- Screening Reviewer (please initial) \_\_\_\_\_ Date: \_\_\_\_\_